

CORPORATE CONFERENCES

Business conferences/lunches

Corporate events

Product launches


farm & fellow
RESTAURANT | GUESTHOUSE



Farm & Fellow CONFERENCE PACKAGES 2017:

Type of Function:

Date:

Amount of Guests:

Time of Function:

PLEASE NOTE THAT NO ALCOHOL IS ALLOWED ON THE PREMISES!

Please indicate which venue hall you require:

Day of the week	<u>Miracle Hall</u> (Ideal for Functions of <u>25 pax and more</u>) (up to a MAX of 80 around tables / 150 in cinema style)	<u>The Lapa</u> (Ideal for function of <u>25 pax and less</u>) (Cinema style 25 pax, School room style 15 pax)
Monday - Thursday	R5500 (Full day) R4000 (Half day)	R2500 (Full day) R1800 (Half Day)
Friday's, Saturday & Public Holidays	R6500 (Full day) R5000 (Half day)	R3500 (Full day) R2000 (Half Day)

Included in the Venue hire:

- Event co-coordinator, assisting you in planning your event with us.
- All standard furniture in and around Tramonto
- 8 – Seater Tables: Round/Square
- Cinema/Fishbone/Schoolroom/U-shape/Boardroom Styles set up as per your requirements **PLEASE INDICATE YOUR PREFERRED STYLE BELOW**
- Tiffany Chairs in white
- Standard crockery, cutlery & glassware
- White or Cream Table Cloths
- The use of the Venue for 8 hours (full day) where after overtime will be charged
- The Standard set up & Breakdown, cleaning and setting/dismantling of tables

PLEASE NOTE THAT SERVERS ARE NOT INCLUDED IN THE PACKAGE, THEY CAN BE ARRANGED AT R40 PER SERVER PER HOUR (NO MORE THAN 10 GUESTS PER SERVER)

Standard Conference Package Option 1: Full Day package: R180p.p.

On Arrival: Includes tea/coffee/juice

On tables: Water/juice/breakfast cereal bar per person

Mid-Morning Break: Tea/coffee/juice/Muffins with various toppings

Replenished on tables: Water/Juice/Mints per person

Afternoon Break: Tea/coffee/biscuits & rusks or fruit kebabs

Lunch: Not included, please request a separate quote for lunch as per your budget and requirements

Or

Standard Conference Package Option 2: Half Day Package: R110p.p.

On Arrival: Includes tea/coffee/juice/Muffins with various toppings

On tables: Water/juice/breakfast cereal bar per person

Mid-Morning Break: Tea/coffee/juice/biscuits and rusks or fruit kebabs

Lunch: Not included, please request a separate quote for lunch as per your budget and requirements

MEDIA & SOUND REQUIREMENTS:

<u>SPECIFIED ITEM</u>	<u>AMOUNT</u>	<u>PLEASE TICK ITEM IF NEEDED</u>	<u>NUMBER OF EACH ITEM NEEDED</u>

Sound Equipment:			
PA System (compulsory)	R1500.00		
Additional Call out Fee (for extra trips if needed)	R400.00		
Setup Fee for Functions (special décor and setup) Eg. Flower arrangement, special table cloths and décor items	Price to be determined per Function		
Roving Microphone	R185.00		
Headset Microphone	R185.00		
Audio recording	Price on request		
Podium	R150.00		
Flip Chart & Pens	R100.00		
AV Equipment			
Projector & Screen – Standard screen, larger screen available on request (price to be confirmed)	R 1,000.00		
Laptop	R350.00		
Laser Pointer	R95.00		
Clicker	R 380.00		
Plasma Screen 51"	R1000.00		
Flat Screen TV	R350.00		

Optional Extras that can be added:

- Notepad & pen per person R35 ea
- Flowers for the tables can be provided – please speak to your coordinator regarding options and quotes

Special Requests or Requirements not listed:



farm & fellow

RESTAURANT | GUESTHOUSE

1 x executive room

8 standard rooms

3 x family rooms

2 x retro campers

www.tramonto-venue.co.za

Farm & Fellow is also proud to Host our unique 13 Bedroom Guest House and 2 Retro Campers

Please contact us at guesthouse@tramonto-venue.co.za or +27 (0) 44 870 7150 for rates and availability.